

ASSAM

Budget: As this office is a part of the Secretariat, its expenditure is met from the Secretariat Budget. There was no appreciable increase in expenditure as reported last year, since no new scheme was taken up for implementation.

Building: The plan and estimates for constructing an administrative block attached to the present Record building had to be postponed, and fresh plan and estimates for the construction of both administrative block and the muniment rooms in the temporary capital site near Gauhati were under preparation.

Accession of Records: 6,305 files of General Administration, Agriculture, Political, Planning and Development, Education Departments etc. were received.

It has not yet been possible to take up the matter of centralisation of District records for want of required accommodation.

Arrangement of Records: 18,000 files were sorted out and arranged accordingly.

Appraisal of Records: 3,231 files belonging to Revenue, Education, Medical, General, Judicial and L.S.G. Departments were appraised. Of these 2,956 files were weeded out.

No Retention Schedule has been framed as yet, the instructions laid down in the Secretariat Manual on appraisal of records are being followed.

Research and Reference: 15 research scholars availed of research facilities.

406 queries on records from research scholars and 664 queries from Government Agencies were attended to.

Reference Media: Compilation of Amalgamated Index to Government Proceedings for the years 1962 and 1963 was completed, and compilation of Index for the year 1964 has been taken up. The preparation of Descriptive List of Pre-1874 records was continued and 2,226 documents were listed. The work for preparation of the Hand-List to the records of Commissions of Divisions was continued and 6,223 files were listed during the period.

Publication Programme: Col.F.Jenkins' "Diary of a Tour of Upper Assam" in manuscript was taken up for editing and publication.

No other publication programme could be taken up for want of qualified staff.

Preservation: 2,937 documents were repaired with hand-made paper and 535 documents with chiffon. Besides 8,351 and 20,897 documents were paginated and flattened respectively. 289 files and volumes and Government Publications and Gazettes were bound.

Library: 232 books were acquired.